

CAREER OPPORTUNITY

United States District Court Northern District of Indiana



POSITION:	Case Administrator II
VACANCY NUMBER:	2016-02
LOCATION:	Hammond, Indiana
SALARY RANGE:	CL 25 (\$42,969 to \$69,839) depending on qualifications
DATE POSTED:	February 29, 2016
CLOSING DATE:	March 15, 2016 (close of business)

THE POSITION

The Clerk's Office of the United States District Court for the Northern District of Indiana is accepting applications for a full-time Case Administrator II in the Hammond Division. The incumbent performs various functions and is responsible for maintaining and processing case information and managing the progression of cases from opening, to appeals, to final disposition in accordance with approved internal controls, procedures, and rules. The Case Administrator performs docketing, noticing, managing the progression of cases, maintaining official case records, monitoring the completion of required procedural steps, preparing case documents for appeal, reviewing filed documents to determine conformity and taking appropriate action, ensuring that all orders and automated entries are appropriately and accurately docketed, and making summary entries on the docket of all documents and proceedings.

Representative Duties:

- Checks for prior or prohibited filings. Verifies attorney's authority to practice, monitors release of exhibits and sealed documents, and verifies and issues summons.
- Creates and processes new case files. Assigns case numbers to judges and/or magistrate judges. Opens cases in case management system, and docket initial opening events.
- Scans and docket documents filed conventionally that meet all requirements.
- Communicates with parties and attorneys regarding procedural requirements.
- Routes documents to proper office/persons after acceptance when appropriate.
- Maintains the integrity of the filing system by performing quality control procedures, monitoring proper access to records, and maintaining timely and accurate filing of documents ensuring all automated entries are appropriately linked for proper case management.
- Operates a variety of copying and office equipment.
- Performs other duties as assigned.

QUALIFICATIONS

Minimum Qualifications:

Candidates must have a high school diploma or equivalent. To qualify for appointment at a CL 25, a candidate must have at least one year of specialized experience equivalent to a CL 24. **Specialized experience** is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws that involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational

institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Desired Qualifications:

Bachelor's degree from an accredited college or university. Knowledge of legal terminology and processes. Experience in the federal judicial system and/or with electronic case filing systems is highly desirable.

Candidates must also demonstrate:

- A consistent past employment record;
- Exceptional computer skills with a demand for accuracy and quality assurance;
- A demonstrated ability to thoroughly research and solve problems;
- Ability to think through, analyze, and interpret written communications;
- Ability to multi-task, and prioritize tasks and work assignments;
- Superior oral and written communications skills;
- Strong organizational skills and attention to detail;
- Strong interpersonal skills; and
- A professional demeanor and appearance appropriate for a law or professional office environment.

EMPLOYEE BENEFITS

Judiciary employees serve under excepted appointments, not civil service, but are entitled to the same benefits as other federal government employees. Some of these benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health and life insurance, disability and long-term care insurance, dental and vision insurance, and a tax-deferred savings plan. Time-in-service credit is available to employees of other federal agencies, as well as for those with prior military service, for determining leave accrual and retirement benefits.

CONDITIONS OF EMPLOYMENT

Employees of the United States Courts serve under excepted appointments and are considered "at will" employees. As such, employment can be terminated at any time with or without cause. This position is subject to mandatory participation in electronic funds transfer (direct deposit) participation for payment of net pay. Applicants must be United States citizens or eligible to work for the United States government. An FBI background check is required for all individuals appointed to position in the Clerk's Office. New employees are considered provisional hires pending the successful completion of the FBI background check. If selected for a first-time appointment to a position in the Northern District of Indiana, you will be required to complete a six-month probationary period of employment. Failure to successfully complete the probationary period may result in termination of employment. Employees are required to adhere to a Code of Ethics and Conduct, which is available to the applicant for review upon request. Selectee will be subject to a one-year probationary period.

HOW TO APPLY

Submit a letter of interest and chronological resume along with an Application for Employment (AO 78) to humanresources@innd.uscourts.gov. These documents should be submitted as one packet in PDF format. All application packets must be received by March 15 for consideration. Incomplete packets and those submitted after the deadline will not be considered. Verification of employment, education, and reference checks will be made prior to any offer of employment. The application form is available on the court website at www.innd.uscourts.gov.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement entirely, either of which may occur without prior written or other notice.

The United States District Court for the Northern District of Indiana is an equal opportunity employer.